

ADVANCE PROCUREMENT PLAN

1. Office / Program: _____

2. Project: _____

3. Project Officer: _____ Phone: _____
(Name)

4. Total Estimated Project Cost: \$ _____

5. Incremental Funding: Yes No

Funding: 1st Year \$ _____ 2nd Year \$ _____ 3rd Year \$ _____

1st Year Funding Available: Yes No

Remarks: _____

6. Feasibility of Consideration for Set-Aside Program: Yes No
(If no, briefly discuss reasons)

7. Required Start Date: _____

8. Required Completion/Delivery Date: _____

(Items 9 – 11 to be completed by the Contract Specialist)

*9. Procurement method (and associated procurement administrative lead time):

Formally Advertised (60 days)

Negotiated Competitive (120 days)

Modification (30 days)

10. Date MON or DI-1 Requisition Required from Project Office:

11. Small Business Set-Aside: Yes No

Labor Surplus Area Set-Aside: Yes No

Minority Business: Yes No

Approvals/Concurrence: _____
(Contract Specialist) (Date)

(Project Officer) (Date)

*Since the acceptability of the sole/single source justification cannot be predetermined, only formally advertised or negotiated competitive procurement lead times are to be used for planning purposes.